

ENVIRONMENTAL QUALITY MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for all activities of the Environmental Quality Division of the Department of Public Works which include inspection/enforcement of the Sanitation Ordinance, organization and promotion of a solid waste recycling program, composting facility, administering the solid waste collection and disposal contract, as well as monitoring compliance of all Public Works Department functions with existing and emerging environmental protection rules and regulations.

Incumbent works under the general direction of the Director of the Department of Public Works and has supervisory responsibilities for a moderately sized staff of the Environmental Quality Division.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Performs indirect supervisory, management and budgetary duties of established functions and programs of the division, such as Sanitation Inspection and Recycling while keeping abreast of emerging environmental protection legislation and expanding the division's capability to ensure compliance. Monitors a composting facility, ensures reporting and regulatory compliance. Reviews legislation, determines need for, and prepares plans for establishing functions such as building asbestos testing, abatement and control capabilities; storm water discharge testing, air quality testing; as well as reporting requirements. Performs public relations, speaking, explanations, etc.

Supervises and participates in reporting to DEQ and EPA or other agencies.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of Environmental Protection legislation and enforcement agency requirements as related to Public Works Department responsibilities.

Thorough knowledge of testing, control and reporting requirements for solid waste disposal, recycling, storm water drainage, municipal construction material air quality and related functions as required by State and Federal agencies.

Knowledge of legislative process from which new environmental protection and pollution control regulations arise.

Ability to induce community support and participation in environmental protection efforts through conducive effective public speaking and public relations.

Ability to form and maintain effective working relationships with employees, elected officials and the public.

DESIRABLE TRAINING AND EXPERIENCE

Completed four year college curriculum including course work in paralegal, legislative and physical sciences related to environmental protection and experience in governmental or industrial regulatory compliance as related to pollution control, hazardous material and environmental protection.